

ATTACHMENT B

1. Determination of what is a "major Federal action significantly affecting the quality of the human environment". This is in large part a judgment based on the circumstances of the proposed action, and the determination shall be included as a normal part of the decision-making process.

a. Types of major Federal actions requiring environmental statements include:

(1) Recommendations or reports relating to legislation with a significant environmental impact, including prospectuses for proposed new Federal buildings under the Public Buildings Act;

(2) Administrative actions such as projects and continuing activities with a significant environmental impact supported in whole or in part by a Federal agency through contracts which include procurement of space through lease-construction for Federal agency use, construction, repair and alteration of public buildings, and use of Government-owned property through lease, permit, or license;

(3) Establishment of environmental policy including regulations and procedures;

(4) Actions with significant environmental impact initiated as a result of projects or programs started prior to January 1, 1970, the date of enactment of the Act; and

(5) Any proposed action which is likely to be environmentally controversial.

b. Actions significantly affecting the human environment can be construed to be those that:

(1) Degrade environmental quality even if beneficial effects outweigh the detrimental ones;

(2) Curtail range of possible beneficial uses of the environment including irreversible and irretrievable commitments of resources;

(3) Serve short-term rather than long-term environmental goals;

(4) May be localized in their effect, but nevertheless, have a harmful environmental impact; and

(5) Are attributable to many small actions, possibly taken over a period of time, that collectively have an adverse impact on the environment.

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c. Environmental subject areas include, but are not limited to:

- (1) Ecological systems such as wildlife, fish, and other marine life;
- (2) Human population distribution changes and its effect upon urban congestion (including vehicular traffic), water supply, sewage treatment facilities, other public services, and threats to health;
- (3) Actions which directly and indirectly affect human beings through water, air, and noise pollution, and undesirable land use patterns; and
- (4) Actions which impact upon the historic, cultural, and natural aspects of our national heritage.

2. Major actions having no environmental impact. If a proposed major Federal action is determined not to "significantly affect the quality of the human environment" and not to warrant the preparation of an environmental statement, the Regional Director shall immediately notify the Commissioner, PBS, in writing, and that office will so advise the Office of Environmental Affairs (ADF). The Commissioner, PBS, upon concurrence from the Office of Environmental Affairs, will notify the Regional Director when to proceed with the action.

3. Actions having an environmental impact. If the Regional Director determines that the action constitutes a "major Federal action significantly affecting the quality of the human environment", an environmental statement shall be prepared.

4. Responsibility for environmental statement preparation in multi-agency actions. When two or more agencies are involved in an action, the "lead agency" (the one having primary authority for committing the Federal Government to a course of action) shall prepare the statement. Where there is a question as to primary authority, the Commissioner, PBS, will report the conflict to the Office of Environmental Affairs, for resolution. In cases where GSA is the "lead agency" but one or more other agencies have partial responsibility for an action, the other agencies shall be requested to provide such information to the responsible PBS official as may be necessary to prepare a suitable and complete environmental statement.

5. Preparation of draft environmental statements.

a. Each environmental statement shall be prepared in accordance with the precept in section 102(2)(A) of the Act that all agencies of the Federal Government "utilize a systematic, inter-disciplinary approach which will insure the integrated use of the natural and social sciences and the environmental design arts in planning and decision-making which may have an impact on man's environment."

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b. It is advisable, in the early stages of draft environmental statement preparation, for the Regional Director to consult with those Federal, State, and local agencies possessing environmental expertise on potential impacts of a proposed action. This will assist in providing the necessary data and guidance for the analyses required to be included in environmental statements as described below.

c. Technical content:

(1) A description of the proposed action and/or a reasonable number of alternatives including the information and technical data adequate to permit a careful assessment of the environmental impact of proposed action(s) by commenting agencies. If appropriate, three copies of site maps and/or topographic maps at suitable scales showing the property and the surrounding area shall be provided.

(2) The probable impact of the proposed action(s) on the environment, including impact on ecological systems such as wildlife, fish, and marine life. Consequences of direct and indirect impacts on the environment shall be included in the analysis. For example, any effect of the action on population distribution or concentration shall be estimated and an assessment made of the effect of any possible change in population patterns upon the resources of the area including land use, water supply, public services, and traffic patterns.

(3) Any probable adverse environmental effects that cannot be avoided, such as water or air pollution, undesirable land use patterns, damage to life systems, urban congestion, threats to health, or other consequences adverse to the environmental goals set out in section 101(b) of the Act.

(4) Section 102(2)(D) of the Act requires the responsible agency to "study, develop, and describe appropriate alternatives to recommended courses of action in any proposal which involves unresolved conflicts concerning alternative uses of available resources". A rigorous exploration and objective evaluation of possible alternative actions that might avoid some or all of the adverse environmental effects is essential. Sufficient analysis of such alternatives and their costs and impact on the environment shall accompany the proposed action(s) through the agency review process so as not to prematurely foreclose consideration by the Central Office of options which might have less detrimental effects.

(5) The relationship between local short-term uses of man's environment and maintenance and enhancement of long-term productivity shall be discussed. This in essence requires assessment of the action(s) for cumulative and long-term effects from the perspective that each generation is trustee of the environment for succeeding generations.

(6) Any irreversible and irretrievable commitments of resources

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which would be involved in the proposed action(s) should it be implemented. Identify the extent to which the action(s) curtails the range of beneficial uses of the environment.

(7) When prepared, a cost benefit analysis on the proposed action(s) shall be included.

d. Format requirements:

(1) Draft and final environmental statements shall be prepared on 8 1/2" x 11" paper in clear black type;

(2) A cover page shall be prepared for each statement following the format prescribed in Figure 1 containing all essential bibliographic information to facilitate subsequent identification and retrieval; and

(3) A summary sheet shall be prepared in accordance with the format prescribed in Appendix 1 of the guidelines and shall be attached to the environmental statement.

6. Submission and distribution of draft environmental statements.

a. Ten copies of the draft environmental statement shall be transmitted to the Commissioner, PBS. The Commissioner, after review and approval, will submit the necessary copies of the draft environmental statement, first to the General Counsel and then to the Office of Environmental Affairs for their concurrence prior to transmittal of the statement to the Deputy Administrator. After being signed by the Deputy Administrator, the statement shall be submitted to CEQ, the appropriate Congressmen, Senators, and the Governor. In submitting the draft statement to the CEQ, a self-addressed Accession Notice Card (NTIS-79), Figure 2, shall accompany each statement. The draft environmental statement will be furnished by CEQ to the National Technical Information Service of the Department of Commerce, which will make the statement available to the public.

b. Upon receipt of the signed copy of the transmittal letter to CEQ, the Regional Director shall immediately send copies of the draft environmental statement to the appropriate city mayor and to Federal, State, and local agencies for comments. (See also subpars. c, d, and e below.) In addition, the comments of appropriate State, regional, or metropolitan clearinghouses (using the procedures in the Office of Management and Budget Circular A-95 Revised) shall be solicited unless the Governor of the state involved has designated some other point for obtaining this review. The allowable commenting period for draft environmental statements shall be 30 calendar days, except that EPA shall have a 45-day commenting period. All commenting parties shall be advised that if no reply is received within the appropriate period it will be presumed that they have no comment to offer. However, if requests for extensions are made, a maximum period of 15 calendar days may be granted whenever practicable, except for EPA which is held

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to its 45-day review period. The transmittal letters sent to commenting parties shall indicate that the draft environmental statement is based on the best information currently available.

c. The Federal agencies that shall be asked to comment on draft environmental statements are those which have "jurisdiction by law or special expertise with respect to any environmental impact involved" or "which are authorized to develop and enforce environmental standards". These Federal agencies (depending on the aspect or aspects of the environment involved) include components of the:

- (1) Advisory Council on Historic Preservation;
- (2) Department of Agriculture;
- (3) Department of Commerce;
- (4) Department of Defense;
- (5) Department of Health, Education, and Welfare;
- (6) Department of Housing and Urban Development;
- (7) Department of the Interior;
- (8) Department of State;
- (9) Department of Transportation;
- (10) Atomic Energy Commission;
- (11) Federal Power Commission;
- (12) Environmental Protection Agency; and
- (13) Office of Economic Opportunity.

For actions specifically affecting the environment of their geographic jurisdictions, the following Federal and Federal-State agencies are also to be consulted:

- (1) Tennessee Valley Authority;
- (2) Appalachian Regional Commission;
- (3) National Capital Planning Commission;
- (4) Delaware River Basin Commission; and
- (5) Susquehanna River Basin Commission.

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d. Regional PBS offices circulating draft environmental statements for comment shall have determined which of the above-listed agencies are appropriate to consult on the basis of the areas of expertise identified in Appendix 2 of the guidelines. Draft environmental statements shall be submitted for comment to the regional contact points of agencies being consulted when such offices have been established pursuant to section 7 of the guidelines.

e. In implementing the provisions of section 309 of the Clean Air Act, as amended, the responsible official will submit to the appropriate regional office of EPA for review and comment seven (7) copies of all draft environmental statements related to air or water quality, noise abatement and control, pesticide regulation, solid waste disposal, and radiation criteria and standards.

7. Preparation of final environmental statements. Whenever a draft environmental statement is prepared a final statement must also be prepared by the Regional Director, PBS, before the proposed action can be initiated. Preparation of the final statement entails attaching all comments received on the draft statement from Federal, State, and local agencies and officials, and a revision of the text of the draft to take these comments into consideration.

Copies of comments received by the Commissioner, PBS shall be referred to the regional PBS for use in preparation of the final environmental statement.

8. Submission and distribution of final environmental statements. The Regional Director, PBS shall transmit 10 copies of the final environmental statement as soon as practicable, together with the original and two copies of each agency's comments, to the Commissioner, PBS. The Commissioner after review and approval will transmit the necessary copies of the final text of the environmental statement to the Office of General Counsel and to the Office of Environmental Affairs for their concurrences. Upon concurrence the final statement will be sent to the Deputy Administrator for submission to CEQ. In submitting the final statement to the CEQ, a self-addressed Accession Notice Card (NTIS-79), Figure 2, shall accompany each such statement. The final environmental statement will be furnished by CEQ to the National Technical Information Service of the Department of Commerce, which will make the statement available to the public.

9. Time requirements for preparation and submission of draft and final environmental statements.

a. To the maximum extent practicable, no action is to be taken sooner than 90 calendar days after a draft environmental statement has been circulated for comment, and furnished to CEQ. Action also is not to be taken sooner than 30 calendar days after the final text of the environmental statement has been made available to CEQ and the public. If the final

text of an environmental statement is filed at least 60 days after a draft statement has been furnished to CEQ and made public, the 30-day period and 90-day period may run concurrently to the extent that they overlap.

b. Time requirements prescribed in this Order shall be followed to the maximum practicable extent, except where (1) advanced public disclosure of a proposed action will result in significantly increased costs to the Government; (2) emergency circumstances make it necessary to proceed without conforming to time requirements; and (3) there would be impaired program effectiveness if such time requirements were followed. Any deviation from standard procedures must be approved by the Office of Environmental Affairs.

10. Preparation and submission of reports other than environmental statements under section 309 of the Clean Air Act, as amended. The Central Office, PBS, shall prepare reports for all proposed legislation and regulations impacting on environmental areas under the purview of EPA (see subparagraph 3(b) PBS 1095.1A and 6(e) above). These reports shall be sent to the Office of Environmental Affairs for concurrence, and as appropriate, to the General Counsel and/or the Administrator for their concurrence. The Deputy Administrator, after signing the transmittal letter, shall provide the Administrator of EPA seven (7) copies of the report. EPA shall have 45 calendar days in which to comment on the reports.

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I	
Report Number	----- GSA-PBS-R4-EIS-1
II	
Title	----- INTERNAL REVENUE SERVICE AUTOMATIC DATA PROCESSING CENTER MEMPHIS, TENNESSEE
Subtitle	----- Draft Environmental Impact Statement
Author(s)	----- James E. Smith, Regional Director
Performing organization name and address	----- Public Buildings Service General Services Administration 1776 Peachtree Street Atlanta, Georgia 30309
Date	----- August 30, 1971
III	
Sponsoring	----- Prepared for..
agency name and address	----- General Services Administration 18th and F Streets, NW. Washington, D.C. 20405

Figure 1. Statement Cover Page



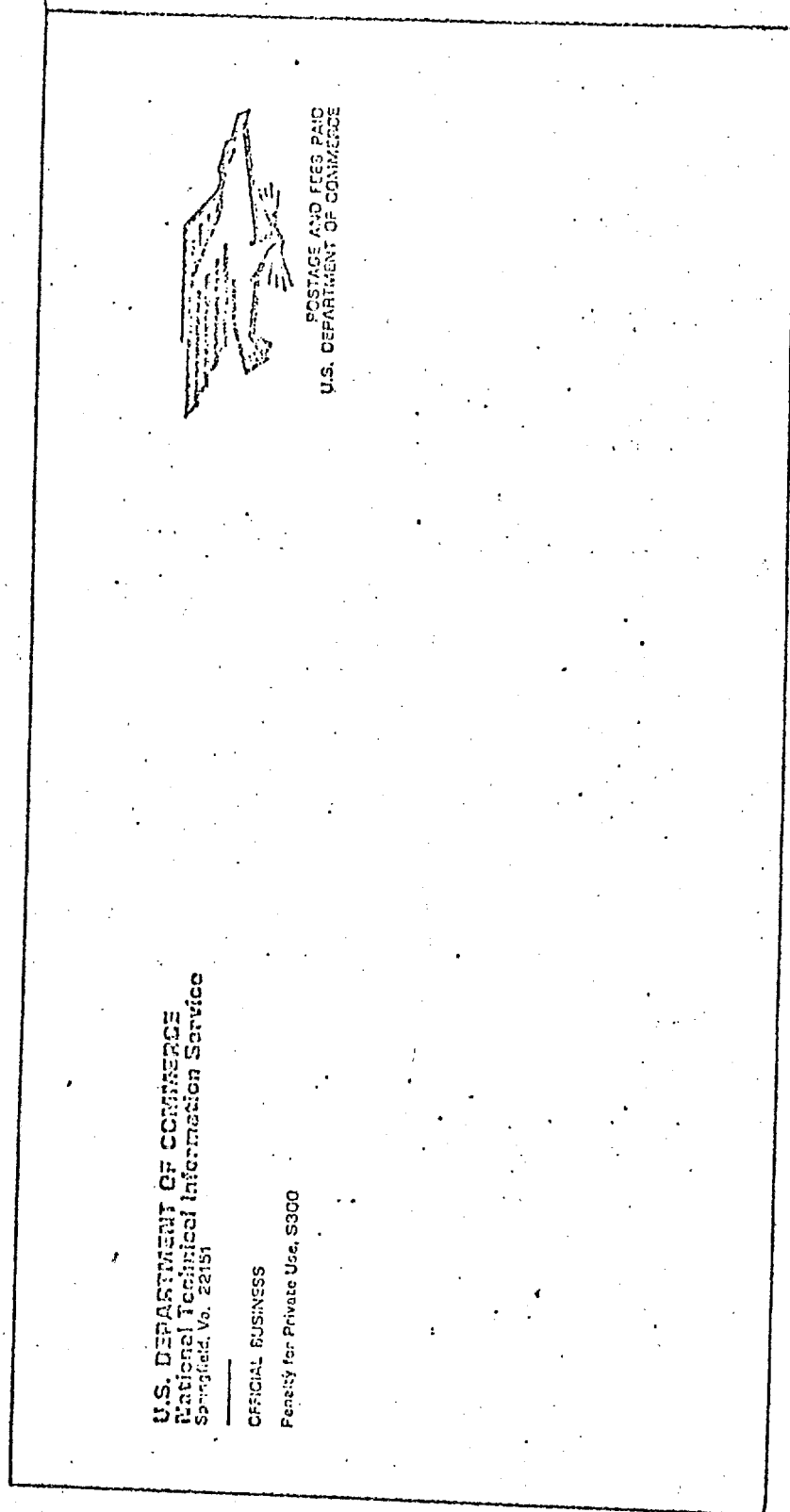


Figure 2. Accession Notice Card (NTIS-79)  
(Part 1 of 2)

<p><b>U.S. DEPARTMENT OF COMMERCE</b>  <b>NATIONAL TECHNICAL</b>  <b>INFORMATION SERVICE</b></p> <p><b>ACCESSION NOTICE</b></p> <p><b>CONTRIBUTOR:</b></p> <ol style="list-style-type: none"> <li>1. Put your mailing address on reverse side.</li> <li>2. Fill in 2, 3, 4, 5, 6, and 9.</li> <li>3. Staple card to front cover of top document and mail to Input Section, NTIS</li> <li>4. If possible, submit 25 copies to permit immediate filling of orders and use of prestocking formula.</li> </ol> <p><b>NTIS:</b></p> <ol style="list-style-type: none"> <li>1. Fill in boxes 1 and 7.</li> <li>2. Return to Contributor.</li> </ol>		<p>FORM NTIS-79 (12-70)</p>	
<p>1. ACCESSION NO.</p>	<p>2. DATE SUBMITTED</p>	<p>Normally, allow 3 weeks for preparation of shelf stock</p> <p>3. REPORT IDENTIFYING INFORMATION    One Title Per Card</p>	
<p>4. SOURCE CODE <i>If known</i></p>	<p>5. PROCESS CODE <i>If known</i></p>	<p>6. IF IMMEDIATE PRESS RELEASE PLANNED ENTER TELEPHONE NO. OF A CONTACT</p>	<p>9. NO. COPIES SUBMITTED</p>
<p>7. PAPER COPY PRICE</p> <p style="font-size: 1.5em; margin-left: 100px;">\$    3.00</p>		<p>8. MICROFICHE PRICE</p> <p style="font-size: 1.5em; margin-left: 100px;">\$0.95</p>	

Figure 2. Accession Notice Card (NTIS-79)  
(Part 2 of 2)

